

## Chapter 15G. Administrator Funded Post-Doc System

### Post-Doc Application Process

Each year, the ARS Administrator funds 50 post-doc proposals for a two year period, through the ARS Administrator Funded Research Associate Program. The following will give information on the post-doc process as well as the procedures for submitting proposals. Refer to P&P 105.1-ARS, for more policies and procedures.

#### *Proposal Information*

Proposals are to be submitted by a single ARS permanent scientist (Category 1 or 4), who will serve as the mentor and supervisor of the Research Associate. Proposals with a Category 2 scientist as the supervisor cannot be funded. Proposals cannot be submitted by a scientist on a PIP or by a temporary Scientist. Only ONE proposal can be submitted by a scientist. The proposals should outline research that can be accomplished in 2 years and is directly relevant to the research project under which it is submitted. Proposals that identify specific achievable objectives will receive more favorable consideration than those that simply speed progress towards long-term goals.

Every research project in ARS is part of either one or two National Programs. A submitted proposal must identify a single National Program under which it is to be considered. The identified National Program must be one associated with the base project; if the base research project is associated with two National Programs, either the primary or the secondary National Program can be identified. In the text, the proposal should also specify which National Program objective(s) will be advanced by the proposed research. Descriptions of the ARS National Programs can be found on the World Wide Web at <http://www.ars.usda.gov/research/>.

Each submitted proposal will be evaluated independently by the Area Director and the National Program Leadership Team for the identified National Program. Criteria for evaluation will include scientific excellence, relevance to National Program objectives, and capacity to perform and manage the proposed work. The two scores will be combined to determine which proposals are funded. One proposal will be recognized as the single best proposal overall, and the Research Associate will be designated as the T.W. Edminster Research Associate. The funded proposals, and the T.W. Edminster winner, will be announced at the Administrator's Council meeting in September each year.

**Funding:** The awarded proposals are funded for a two-year period at \$50,000 per year **maximum**. The T.W. Edminster Awardee receives \$60,000 per year for a two year period.

### ***Class of 2005 Post-Doc Program Schedule***

June 1-July 2, 2004	Proposals electronically submitted by scientists to respective AD via ARIS.
July 16, 2004	<b><i>Area Directors (ADs) complete initial screening and electronically forward proposals to NPS via ARIS. <u>No more than 20 proposals should be submitted to NPS by each Area.</u></i></b>
July 19-Aug. 20, 2004	ADs and National Program Teams (NPTs) complete rankings. All rankings must be in by COB, August 20, 2004.
September 3, 2004	Proposals to receive funding are submitted to the Administrator.
September 2004	Selected proposal for funding announced at Administrator's Council Meeting.

NOTE: Each year the schedule dates will change.

### ***Preparation of Proposals***

Proposals can be prepared offline in a word processing software, such as Microsoft Word, or can be entered directly online in ARIS. The benefit of preparing the proposal offline is that you would have the spellcheck capability. ARIS does not currently provide that option.

- The TEXT of the proposal cannot exceed 4,000 characters (i.e., 54 lines). If entered directly online, the system will stop adding text when it has reached the maximum allowable characters. If typed offline and then copied and pasted in, the system will give an error message if the text is too long.
- The text should include the following:
  - RESEARCH PROBLEM
  - NATIONAL PROGRAM (Identify which national program objective(s) will be advanced by the proposed research.)
  - OBJECTIVE
  - APPROACH and GOAL
  - EXPECTED RESULTS
  - ADDITIONAL INFORMATION
- Once the proposal is created in a word processing software, the user must then logon to ARIS to complete the entry of the proposal.

## ARIS Data Entry

The first step is to log on to ARIS. Once logged on, enter the Post Doctoral subsystem by clicking on the Post Doctoral subsystem icon. The post-doctoral screen will be displayed (fig. 1).

To enter a new proposal, click on “Work” and “Post Doctoral” from the tool bar (fig. 1) and a list screen will be displayed (fig. 2).

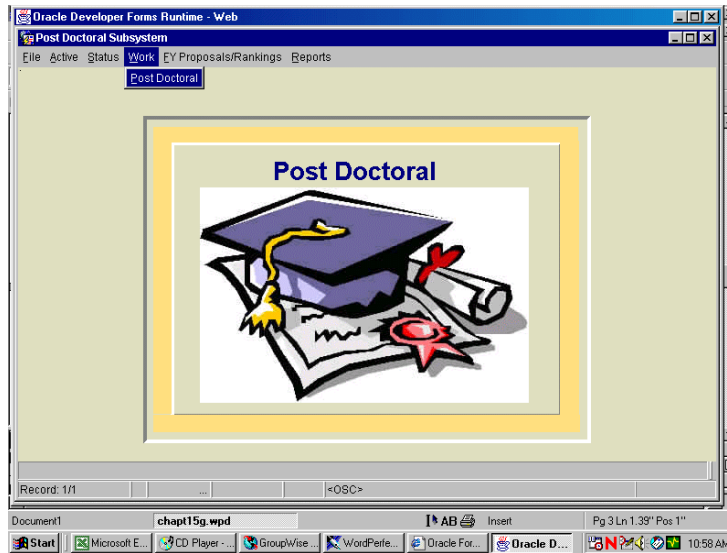


Fig. 1

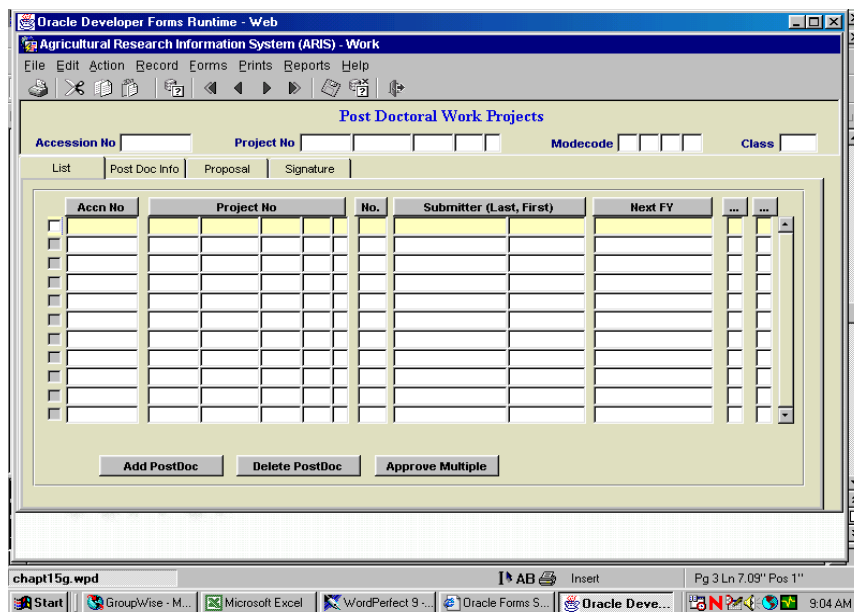


Fig. 2

From the List screen, click on the “Add PostDoc” button at the bottom of the screen and the PostDoc Info screen will be displayed (fig. 3).

Fig. 3

### **Data Entry:**

- Enter the title of the proposal.
- Choose the submitter by clicking on the “?”. Only the Category 1 and 4 scientists in the management unit will be displayed. Enter the Submitter’s email address.
- Choose the project number by clicking on the “?”. Again, only the projects within the management unit will be displayed. Once the project number is chosen, the project title and accession number, and Abs Obj (objective) will be automatically inserted. **Note:** If the Abs Obj is still blank after the project number is chosen, the STP codes on the project are coded to two STP codes at 50% each. **Headquarters** will insert the Abs Obj in these cases.
- Choose the National Program code which the proposal should be submitted under. If the project has only one NP code, then there is no choice and the system will insert that NP code. The NP code chosen can be the majority or minority code.
- Enter any desired comments.

Once the data entry on the Project Info screen is complete (fig. 4), click on the Proposal tab and the Proposal screen will be displayed (fig. 5)

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Reports Help

**Post Doctoral Work Projects**

Accession No 0408029 Project No 1235 52000 048 00 D Modecode 12 35 15 00 Class 2005

List Post Doc Info Proposal Signature

Title of PostDoc Proposal New Post-doc proposal for creation of.....

Submitter (Last, First, Middle, Suffix) HARNLY JAMES M ?

Submitter EMail Jharnly@ars.usda.gov

Class 2005 Record No 01 Acn No 408029

Project No 1235 52000 048 00 D ? Modecode 12 35 15 00 Next Fiscal YR \$714,372

Project Title ANALYTICAL METHODS FOR THE DETERMINATION OF PHENOLIC PHYTONUTRIENTS IN FOODS

Strategic Plan

Abs Obj	STP Code	Percent
5 ?	5 2 1 1	100

National Program

Code 107 ? Percent 100

Desc Human Nutrition

Comments New post-doc proposal entered.

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1

Fig. 4

Oracle Developer Forms Runtime - Web

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Forms Prints Reports Help

**Post Doctoral Work Projects**

Accession No 0408029 Project No 1235 52000 048 00 D Modecode 12 35 15 00 Class 2005

List Post Doc Info Proposal Signature

Enter the proposal here, either directly on line or by copying and pasting (using Control V).

Record: 1/1

Fig. 5

To enter the text on the proposal screen, you can either type directly in the box provided or you can copy and paste into the document. To paste into the box, use Cntrl V. REMEMBER: the maximum allowable is 4,000 characters (~ 54 lines). If too much text is pasted in, the system will display an error “value too long.”

Once the proposal is entered on the proposal screen, click on List tab and the system will prompt you to save. Once saved, the system will bring you back to the List screen. The added proposal will now be displayed there (fig. 6).

The proposals should be submitted electronically according to the individual Area’s schedules. The Areas will follow the schedule determined by the Administrator, but each Area may have different deadlines to receive the proposals to their Area Office.

Fig. 6

The Post-doc system will be closed each year, usually around mid July (refer to the post-doc schedule for the respective year). Once the system is closed, no proposals can be entered or modified and the ranking process will begin.

### ***Post-Doc Print***

To print the post-doc proposal for review and approval, from the List screen, mark the proposal(s) to be printed, then click on “Prints” and “Postdoc Print”. Adobe will automatically display the file. Click on the printer icon to print.

### ***Modify Work Record***

To modify a Post-doc Work record, from the List screen, place your cursor on the record to be modified. Click on the Post-doc Info tab to modify project information, submitter, etc., or the Proposal tab to modify the actual proposal. Once modifications are complete, save and return to the List screen.

### ***Approval***

Once the proposal(s) has been approved by the Research Leader/Center Director/Area Director, mark the proposal to be approved and click on the Signature tab. The signature screen will be displayed. Enter the name of the approving official on the appropriate line, enter the date, and mark approve or disapprove. Click on the Approve/Disapprove button at the bottom of the screen. The system will then automatically bring you back to the List screen and the proposal will no longer be shown. It is then automatically moved to the next level for approval.

To do a multiple approval, mark all the proposals to be approved at one time, and click on the Signature tab. Then follow the same instructions as above.

### ***Status***

To view the progress of the post-doc proposals, from the main Post-Doc screen, click on Status from the toolbar. The List Status screen will be displayed. From here, you can view the level which the proposal is currently at, and/or view the proposal, project information and signatures.

### ***Awarded Post-doc Funding***

- Once a post-doc is hired for the awarded post-doc position, the management unit is responsible for requesting the funding each year. Follow Chapter 4B. Fund Transfers of the Online ARIS Manual to prepare the fund transfer request.
- The funding project for all post-doc funding will always be **0101-88888-016-00D**.
- When requesting funding, the following information must be included in the remarks section of the 416 submission: name of mentor, name of post-doc, EOD, Class, requested dollar amount, and remaining balance available after requested amount is deducted.
- **NOTE: As of the Class of 2004, minority outreach funding is no longer available. If requesting funding for Class of 2003 or prior, indicate minority outreach status in the remarks.**

**NOTE: Maximum allowable per year is \$50,000. The T.W. Edminster Awardee receives a maximum of \$60,000 per year.**

### ***Other Important Information***

- If a scientist who receives a post-doc award leaves the unit and/or Agency before a post-doc is hired, the position and funding are lost/forfeited. If a post-doc is already hired, another mentor would be assigned to supervise the post-doc.
- Post-doc positions are awarded to an individual scientist within a management unit not the management unit in general.
- If an administrator funded post-doc leaves the position or is converted to a different permanent position after entered on duty and funding has been transferred, the unused portion of the funding **MUST** be returned to Headquarters. In order to have the funds transferred back to Headquarters, contact your Area Program Analyst and they will then contact Headquarters to transfer the unused funding back.